



Facilitation and Meeting Management Training

The Cispus Learning Center, in partnership with the Umatilla National Forest, is bringing their **Facilitation and Meeting Management Training** to the Walla Walla valley the first week in November and you are invited to join us for the 3-day session.

As participants, you'll develop the tools and techniques needed to:

- set up a successful meeting
- identify key meeting roles
- increase group participation
- follow-through and drive better decisions.

You'll also learn about team development stages, understanding and handling conflict, learning styles and their applications, as well as many other useful facilitation skills.

A summary of the course objectives, presenters, participant requirements and our registration fees is available at: [hyperlinkTBA](#)

**November 1-3
2016**

Tuesday, November 1,
12:00 pm–8:30 pm
Wednesday, November 2,
8:00 am–8:30 pm
Thursday, November 3,
8:00 am–12:00 pm
(Meal breaks included)

Location

College Place Fire
Department Conference Rm
629 S College Ave,
College Place, WA

Lodging

A block of rooms have
been reserved at the
historic Marcus-Whitman
Hotel - 509.522.2200
www.marcuswhitmanhotel.com

Facilitation and Meeting Management Training

Cispus Institute and Umatilla National Forest
Registration Form



November 1-3, 2016
College Place Fire Department Conference Room
629 S College Ave, College Place, WA

Class is filled on a first come first served basis! Space is limited.

Cispus Institute

Name _____ Title _____

Work Phone _____ Cell _____

Organization _____ Email _____

Organization Address _____

Questions about the course content
and schedule?

Contact Denine Schmitz
d1schmit@blm.gov
(541) 523-1453

Questions about lodging and
facilities?

Contact Tracii Hickman
thickman@fs.fed.us
(541) 278-3819 or (509) 522-6272

Payment

Registration: \$495

Fees must be paid in full at the time of registration. Registration includes instruction, materials, and mentoring. Payment can be made by credit card, check, or cash. Credit Cards must be phoned or faxed. DO NOT EMAIL PAYMENT INFORMATION!!!

Cancellations will be refunded minus \$75.

Credit Card payment may be faxed or phoned ONLY!

Credit Card # _____

Name on card (print name) _____

Expiration date _____

Submit Payment to:
Katy Kelly
Cispus Learning Center
Phone (360) 497-7131
Fax (360) 497-7132

Cardholder Signature